

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on September 20, 2012 in the Media Center of the Essex Fells School. The meeting was called to order by Board President Michelle Nitti at 7:30 P.M. Dr. Nitti read the following Statement of Compliance with the Open Public Meetings Act: "In compliance with Chapter 231 of the Laws of 1975, a notice for this meeting was posted at the respective offices of the Essex Fells School on August 27, 2012. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district web-site."

**I. Call to Order – 7:30 P.M.**

**II. Roll Call**

Mrs. Alison Cirenza – present  
Mrs. Carol D'Alessandro – present  
Mr. Peter Hutchinson – present  
Dr. Steven LoCascio, Vice-President – present  
Dr. Michele Nitti, President – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, Mr. Steven J. Lella, Business Administrator/Board Secretary, 3 teachers and about 50 members of the public.

**III. Flag Salute**

The President led the salute to the flag.

**IV. Public Comment**

No public comment.

**V. President's Report**

No report.

**VI. Superintendent's Report**

- Mrs. Gadaleta spoke about a successful school opening.
- Mrs. Gadaleta thanked the PTA for hosting the Book Fair, which was a huge success.
- Mrs. Gadaleta recognized the 24 students for their perfect scores (18 last year) on NJ ASK. She also mentioned one student had a perfect score in both sections giving the district 25 in total.
- Mrs. Gadaleta announced that our students are at a 96% proficiency level, a level the state didn't think was possible to attain.
- Mrs. Gadaleta thanked the teachers, parents and the students for their hard work, and all the students were recognized individually and presented with certificates.
- Mrs. Gadaleta spoke about the Technology Policy, as well as the agreement signed by parents and students in regards to accidental breakage.
- Dr. LoCascio asked what we would do about accidental breakage.
- The IT Department has purchased rubber cases to prevent damage to I Pads.
- Mrs. Gadaleta spoke about professional development meetings attended which discussed closing the achievement gap, PARCC, Teacher Evaluations and model curriculum.
- Mrs. Gadaleta spoke about the different Teacher Evaluation Models and which would best fit the Essex Fells School District.
- Mrs. Gadaleta informed the Board of the landscaping of the fields and that building and grounds will cut as close to the fence as possible.
- Mrs. Cirenza asked who is replacing the County Superintendent.

**VII. Superintendent's Resolutions**

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of the following travel related expenses in accordance with the travel policy 6471 for Professional Development:

Staff Member: Michelle V. Gadaleta  
Event: Commissioner's Convocation  
Location: Jackson Liberty High School, Jackson NJ  
Date: 9/19/12  
Cost: \$0

Staff Member: Michelle V. Gadaleta  
Event: Teacher Evaluation Models Conference  
Location: Mercer Community College, West Windsor, NJ  
Date: 9/20/12  
Cost: \$0

Staff Member: Jackie Castellano  
Event: NJECC, Essex County G&T, Apple Store  
Location: Various  
Dates: Various (see attached)  
Cost: \$0

Staff Member: Sara Dalton  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Dates: 10/16/12, 11/20/12, 12/11/12, 1/23/13  
Cost: \$420.00 (\$105 per session)

Staff Members: Catherine Codella, Katie McNish  
Event: Art Educators of New Jersey Fall Conference  
Location: Hyatt Regency, New Brunswick, NJ  
Dates: 10/1/12, 10/2/12  
Cost: \$110.00 per person

Staff Member: Emily Ziccardi  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Dates: 10/16/12, 10/17/12, 11/20/12, 12/11/12, 12/13/12, 1/23/13  
Cost: \$630.00 (\$105 per session)

Staff Members: Candice Belmont, Debbie Emma  
Event: Dr. Jean's No More Worksheets Workshop  
Location: The Wilshire Grand Hotel, West Orange NJ  
Date: 10/25/12  
Cost: \$199.00 per person

Staff Member: Steven Lella  
Event: BA Roundtable Discussion  
Location: Hilton Gardens, 375 Mount Hope Ave, Rockaway NJ  
Date: 9/27/12  
Cost: \$50.00  
Mileage: \$9.92

Staff Member: Steven Lella  
Event: Academy for Newly Appointed School Business Administrators  
Location: NJASBO Office, Robbinsville NJ  
Dates: 9/25/12, 11/30/12, 1/24/13, 3/19/13, June TBD  
Cost: \$100.00  
Mileage: \$168.95 Total (\$33.79 each trip)

Staff Member: Steven Lella  
Event: The Hows and Whys of Student Transportation  
Location: Hilton Gardens, 375 Mount Hope Ave, Rockaway NJ  
Date: 10/9/12  
Cost: \$50  
Mileage: \$9.92

Staff Member: Steven Lella  
Event: Understanding your CAFR & Audit Review  
Location: Hilton Gardens, 375 Mount Hope Ave, Rockaway NJ  
Date: 11/9/12  
Cost: \$50  
Mileage: \$19.84

Staff Member: Steven Lella  
Event: ERIC North Meeting  
Location: Forsgate Country Club, Monroe Township NJ  
Date: 9/28/12  
Cost: Free  
Mileage: \$24.80

Staff Member: Steven Lella  
Event: Bergen & Passaic County – Tenure & Teacher Evaluation  
Location: 333 East Ridgewood Avenue Paramus, NJ 07652  
Date: 9/13/12  
Cost: Free

Staff Member: Steven Lella  
Event: Conduct Business at County BA Office  
Location: Newark NJ  
Dates: 8/20/12 & 8/24/12  
Mileage/Parking: \$29.88

Staff Member: Steven Lella  
Event: School Construction Program – Dealing with School Construction  
Location: 178 Riders Lane, New Brunswick NJ  
Date: 10/11/12  
Cost: \$25  
Mileage: \$14.88

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitute for the 2012-2013 school year, at \$75/day, pending the usual criminal history and background check:

Michelle Rickles                      Teacher

**NOTE:** Resume attached

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

- 3. **RESOLVED** the Board of Education accepts and approves, as recommended by the Superintendent, the second reading of the following policies:

- 0151      Organization Meeting
- 0153      Annual Appointments
- 0167      Public Participation in Board Meetings
- 2361      Acceptable Use of Computer Networks/Computers and Resources
- 2363      Pupil Use of Privately-Owned Technology
- 2622      Pupil Assessment
- 3282      Use of Social Networking Sites – Teaching Staff
- 4282      Use of Social Networking Sites – Support Staff
- 6470      Payment of Claims

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Requests for the following:

After-school Enrichment on Wednesdays at 3:20-4:20pm  
10/10/12, 10/17/12, 10/24/12, 11/14/12, 11/28/12, 12/5/12, 12/12/12, 12/19/12  
Lego Class, Grades K-2, Room 103  
Lego Class Grades 3-6, Media Center  
Cheerleading, Gym

After-school Enrichment on Thursdays at 3:20-4:20pm  
10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/15/12, 11/29/12, 12/6/12, 12/13/12  
Cookie/Cupcake Decorating, Room 105  
Fantasy Football Statistics, Media Center  
All Sports Class, Gym or Fields  
Mad Science, Room 110

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request for the following:

Essex Fells Recreation Department Basketball Program  
 Monday to Friday, approximately 4:30-7:45pm  
 11/12/12 through 3/8/13  
 Gymnasium

Moved by: Dr. LoCascio  
 Ayes: 5

Seconded by: Mrs. Cirenza  
 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the secretarial job descriptions.

**NOTE:** See attached job descriptions

Moved by: Dr. LoCascio  
 Ayes: 5

Seconded by: Mrs. Cirenza  
 Nays: 0

**VIII. Business Administrator's Report**

- Mr. Lella informed the Board that Audit work began on September 10, 2012.
- Mr. Lella notified the Board that the final check for the claim with the former Superintendent was received from NJSBAIG.
- The Architect sent notification to the Business Office that the locker installation was complete and release of payment was approved.
- Mr. Lella informed the Board that TD Bank fees were reduced for the District's bank accounts.
- Mr. Lella asked the Board if they would be interested in a free energy audit from PSE&G for their Direct Install Program for Government, Schools & Non-Profit Facilities.

**IX. Business Resolutions**

1. **RESOLVED** that the Board of Education accepts the minutes of the following meetings:

Regular Minutes	8/15/12
Executive Session Minutes	8/15/12

Moved by: Dr. LoCascio  
 Ayes: 5

Seconded by: Mrs. Cirenza  
 Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for September 20, 2012 in the total amount of \$44,823.68 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for August 2012 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$47,127.98 including \$43,803.91 for the gross payroll, \$2,448.57 for the Board's share of FICA/Medicare and \$875.50 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio  
 Ayes: 5

Seconded by: Mrs. Cirenza  
 Nays: 0

3. **RESOLVED** that the Board of Education approves the transfer of funds for the month of July as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

4. **WHEREAS**, the Board of Education has received the Reports of the Board Secretary (Secretary) and the Custodian of School Monies (Treasurer) for the month of July; and

**WHEREAS**, in compliance with N.J.A.C.6A:23-2.11(c)3, the Secretary has certified that as of the date of the reports, no budgetary line item account, in accordance with the minimum chart of accounts as established by the New Jersey Department of Education, has obligations and payments which in total exceed the amount appropriated by the Board of Education;

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with N.J.A.C.6A:23-2.11(c)4, the Board of Education certifies that, after review of the Secretary's monthly financial report, and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year; and

**BE IT FURTHER RESOLVED**, that pursuant to P.L. 2004 C73, the Board certifies that after review of the Secretary's monthly financial report and certification, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Commissioner of Education; and

**BE IT FURTHER RESOLVED**, that the financial reports for the months be accepted and shall become a part of the official minutes of this meeting.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

- X. **Old Business / Board Discussion**  
No discussion.

- XI. **New Business / Board Discussion**  
No discussion..

- XII. **Meeting Open for Public Comment**  
No public comment.

- XIII. **Resolution to Enter Executive Session**

The Board of Education made a motion to enter into executive session at 8:33 P.M. to discuss the Superintendent's Evaluation. The items discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists. No action will be taken.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**XIV. Adjournment**

The public meeting of the Board of Education was adjourned at 9:30 P.M. The next Workshop meeting of the Board of Education will be Wednesday, October 3, 2012 at 7:30 P.M. in the Superintendent’s Office and the next Regular meeting of the Board of Education will be Wednesday, October 17, 2012 at 7:30 P.M. in the Media Center.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. D’Alessandro  
Nays: 0

**Student Enrollment: 2012-2013**

Teacher	Section	Total	M	F
Mrs. Gann/Ms. Almeida-AM	PS	13	8	5
Mrs. Gann/Ms. Almeida-PM	PS	14	9	5
Mrs. Emma/Ms. Belmont	KE/B	18	7	11
Mrs. Massaro	1LM	12	5	7
Ms. Mitchell	1KM	12	6	6
Mrs. Brutman	2B	13	3	10
Ms. McMahan/Mrs. Hromoko	2M/H	14	4	10
Mrs. Haberman	3H	12	7	5
Mrs. Reynolds/Ms. McLain	3R/M	13	7	6
Mrs. Barshay	4B	19	6	13
Mrs. Hacker/Ms. Whitman	4H/W	19	8	11
Mrs. Banek/Mrs. Short	5B/S	12	6	6
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	12	8	4
Ms. Dalton/Ms. Ziccardi	6D/Z	15	7	8
<b>TOTALS</b>		<b>210</b>	<b>98</b>	<b>112</b>

**Fire Drills: 2012-2013**

Month	Fire Drill	Emergency Drill
September	9/13/12	Lockdown 9/18/12
October		
November		
December		
January		
February		
March		
April		
May		
June		

**Harassment, Intimidation & Bullying Report**

As of Date of BOE Meeting	9/20/12	10/17/12	11/21/12	12/19/12	1/16/13
TOTAL # of Reported Incidents	0				
Number of Unfounded Incidents	0				
Number of Founded Incidents	0				

Respectfully submitted,

Mr. Steven J. Lella  
Business Administrator/  
Board Secretary